

**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT****OUR MISSION**

*Provide leadership, policies and programs to preserve and expand safe and affordable housing opportunities and promote strong communities for all Californians.*

**AMENDMENT\*****JOB OPPORTUNITY****HOUSING AND COMMUNITY DEVELOPMENT REPRESENTATIVE II\*\***

MULTIPLE POSITIONS IN SUPPORT OF PROPOSITION 46

**(Housing and Emergency Shelter Trust Fund Act of 2002)**

**Full-Time, Permanent Positions**

**Salary: \$4,110 - \$4,997 Per Month**

**Final Filing Date: November 22, 2002**

**GENERAL  
INFORMATION:**

Due to the passage of the Housing Bond on November 5, the Department will have a number of new positions in various programs which must be filled in January 2003. If interested, submit a state application indicating which position(s) you may be interested in. Positions may be available in the following programs:

- Housing and Policy Development Division
- Joe Serna Jr. Farmworker Housing Grant Program
- Multi-family Housing Program
- Supportive Housing Program

**DUTIES:**

Commensurate with corresponding program. For specific program duty statements, please contact Debra Ruh.

**DESIRABLE  
QUALIFICATIONS:**

- Knowledge of the interpretation and application of Federal, State and local laws, regulations and programs relating to the functions of HCD, especially those laws, regulations and programs pertaining to the financing and development of low-income housing, community, and economic development, and local planning.
- Strong analytical, communication, and organizational skills.
- Ability to effectively deal with governmental agencies and private sector organizations.
- Ability to work independently or as part of a team.
- Familiarity with Microsoft Office (Word, Excel, Access).
- Willingness to travel.

**LOCATION:**

Department of Housing and Community Development  
Division of Community Affairs, Room 390  
1800 3rd Street, Sacramento, CA

**WHO MAY APPLY:**

\*Persons currently at the HCDR II level or who have eligibility for appointment or transfer to this classification. Appointment is subject to SROA and State surplus policies.

**SUBMIT RESUME &  
APPLICATION TO:**

Debra Ruh, Personnel Coordinator  
Department of Housing and Community Development  
P.O. Box 952054, MS 390-1  
Sacramento, CA 94252-2054  
(916) 445-0685

**\*\*Positions may be downgraded to HCDR I for recruitment purposes.** Applications will be screened and only the most qualified candidates will be interviewed. **Please indicate on your application the specific program(s) you are interested in.**

An Equal Opportunity employer, a drug-free and safe work place.

California Relay (telephone) Services for the Deaf or Hearing-Impaired  
From TDD phones: 1-800-735-2929 From voice phones: 1-800-735-2922

**Position # Multiple positions**

**HCD #651 11-xx**

**11/13/2002**

**JOB OPPORTUNITY**

